

Volunteer Quality Alert 2005-11 – Post Filing Season Reminders

Thank you!

Your hard work and dedication in assisting your fellow taxpayers is commendable. Your efforts have made a tremendous difference in the quality of life in your community. Thank you for working in every capacity from reception through return preparation, quality review, return transmission, sponsorship and administration.

Site Coordinators – Wrapping-Up the Filing Season

Key Challenge: To close the Volunteer Site while maintaining taxpayer confidentiality and maximizing remaining resources.

CLOSING THE VOLUNTEER SITE:

ALL SITES:

1. Where practical, unused forms and publications could be shared with community centers, senior centers or other resource sites in the local area.
2. Confirm that no taxpayer data has been left at the site or with the Site Sponsor.
3. Submit Form 13206, Volunteer Assistance Summary Report, to the SPEC Territory Office for volunteers not previously reported.

E-FILE SITES:

1. Mail Forms 8453 to the designated IRS Submission Processing Campus & SPEC Territory Office
(see pages 62 & 63, IRS Publication 3189).
2. Submit any post-season e-file reports (see page 44 IRS Publication 3189).
3. Create a backup file of all returns electronically filed (see page 45 IRS Publication 3189).
4. Delete e-file software (see page 45 IRS Publication 3189).

VOLUNTEER & SITE APPRECIATION:

- Celebrate and acknowledge Volunteer efforts and achievements.
- Provide the local IRS SPEC contact with a complete list of the volunteers' names and addresses.
- Coordinate Volunteer Appreciation events where possible and notify the local IRS SPEC contact.
- Where available, deliver certificates and/or letters of appreciation to volunteers.
- Express appreciation to all Site Sponsors.

You have made this another productive filing season.

Thank you for your many contributions this year.

We look forward to your support in 2006!

Information for Site Coordinators:

- Publication 1084, Volunteer Coordinator's Handbook;
- Publication 3189, Volunteer e-file Administrator Guide;
- The VITA Hotline at 1-800-829-8482; and
- Your local SPEC Territory Office or Site Sponsor.